TEAMS "LIVE CAPTIONS"

Once you're in a Teams meeting, you can enable live captions (auto-generated subtitles) capturing whatever is spoken.

- 1. Log in to Teams and begin a meeting.
- 2. Click on the ellipsis in the toolbar.



4. This **CC** icon will appear, and if you hoover over it, you'll see "Live captions are on."



Meeting options
Meeting notes
Meeting details
Meeting details
Gallery
Carge gallery (Preview)
Large gallery (Preview)
Together mode (Preview)
Focus
Full screen
Apply background effects
Turn on live captions
Start recording
Dial pad
Turn off incoming video

Device settings

5. As you can see, the words spoken are prefaced by the name (last name, first initial), of the person who is speaking.